



DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON
4551 LLEWELLYN AVENUE SUITE 5000
FORT GEORGE G. MEADE, MARYLAND 20755-5000

IMME-ES

APR 21 2015

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Fort George G. Meade Policy Memorandum #70, Installation Access Control

1. This memorandum supersedes all previous policy memoranda concerning installation access control.
2. References.
 - a. Army Regulation 190-13, The Army Physical Security Program, 25 Feb 11
 - b. Army Directive 2014-05, Policy and Implementation for Common Access Card Credentialing and Installation Access for Uncleared Contractors, 7 Mar 14
 - c. Directive Type Memorandum (DTM) 09-012, Interim Guidance for DoD Physical Access Control, 22 Apr 14
 - d. IMCOM OPORD 15-031, Implement Access Control Procedures at IMCOM Installations, 21 Nov 14
3. Purpose. To standardize access control requirements for Fort George G. Meade (FGGM), Maryland relating to vehicle entrance and screening and personnel identification validation, identification documents and temporary passes.
4. Scope. This policy memorandum applies to all garrison and tenant unit activities as well as personnel residing, working, or visiting FGGM.
5. Policy. As Garrison Commander, I am duty bound to ensure proactive and vigilant measures are in place to ensure authorized and secure access to FGGM. In accordance with above cited references, security personnel will verify the identity of all personnel entering FGGM through the installation's vehicle access points.
6. Procedures. Commanders are responsible to establish a Visitor Control Program to ensure only authorized individuals enter the installation.

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a. Screening and Vetting.

(1) Screening (Identity Proofing). Security personnel performing installation access control will verify a person's need to have access to the installation and perform a physical (touch) and visual inspection on all identifications of occupants. The inspection will include;

(a) Visual match of the photograph on the card to the person presenting the ID.

(b) Verifying authenticity by checking the anti-counterfeit or fraud protection embedded in the credential.

(c) Authenticating cards by automated means at installations with physical access control systems, such as Automated Installation Entry (AIE).

(2) Vetting. Conduct a check of records through the National Crime Information Center (NCIC Interstate ID Index (III)) which is the Army minimum baseline background check for entrance onto Army installations for non-common access card (CAC) holders and visitors.

(a) Unescorted access will not be granted without completing a favorable NCIC III screening.

(b) Personnel under the age of 18 will not have an NCIC III check conducted.

b. Unescorted Installation Access. All unescorted persons entering the installation must have a valid purpose to enter and be in possession of an authorized and valid access credential.

(1) Individuals in lawful possession of a valid form of the following credentials are authorized unescorted access onto FGGM without needing to undergo an NCIC III background check.

(a) DoD Common Access Card (CAC). The Common Access Card (CAC) is the standard identification card for active and reserve Uniformed Personnel, DoD Civilian employees, eligible contractors and some designated foreign nationals. The CAC shall be the principle access control token enabling access to buildings, facilities, installations, and some limited controlled spaces.

(b) DD Form 2A (ACT) (Active Duty Military Identification Card)

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(c) DD Form 2 (ACT/RES) (Armed Forces of the United States-Geneva Conventions Identification Card (Active and Reserve)

(d) DD Form 2 (RET) (United States Uniformed Identification Card (Retired)

(e) DD Form 2S (ACT/RES) (Armed Forces of the United States-Geneva Conventions Identification Card (Active and Reserve)

(f) DD Form 2S (RET/RES RET) (United States Uniformed Identification Card (Retired and Reserve Retired)

(g) DD Form 1173 (teslin card). The Uniformed Services Identification and Privileges Card, is a teslin card issued to military members (Active and Reserve), Family members and retirees.

(h) United States Government issued authenticated Federal PIV credential.

(i) Local, State, and Federal government agency (including DSS, DAA, DMA, EPA, NSA, OPM, members of Congress, their staff representatives and elected public officials) identification cards with photo will be accepted to gain access to the installation.

(2) Personnel in lawful possession of a valid form of the following identification credentials are authorized unescorted access onto Army installations only after a favorable NCIC III check is conducted.

(a) Valid state driver's license or state identification card with photo

(b) Locally issued installation badge and or pass

(c) DA Form 1602, Civilian Identification Card and Gold Star Family

(d) School District Employees ID (until issued an installation badge)

(e) The Transportation Security Agency (TSA) issued Transportation Worker Identification Credential (TWIC)

(f) DD Form 2574, Armed Forces Exchange Services Identification and Privilege Card

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(g) AF Form 354, Civilian Identification Card

(h) DD Form 1934, Geneva Convention Identity Card for Medical/Religious Personnel

(i) DD Form 2764, United States DoD/Uniformed Services Civilian Geneva Convention ID

(j) DD Form 2765, Department of Defense/Uniformed Services ID and Privilege Card

(k) DD Form 489, Geneva Convention ID Card for Civilians

(l) Valid American Passport

(3) In the National Capital Region there are dozens of security badges. Security badges are designed for an individual to gain access into a building not an installation. Fort Meade will not accept security badges as a sole identification document. The security badge must be used in conjunction with another form of identification. With the exception of a photo and person's name, security badges lack sufficient data to identify the bearer. Also, security badges are not linked to a central database that can be cross-referenced by law enforcement.

(4) Verification documents do not automatically constitute unimpeded access. Pedestrians, bicyclists, and vehicle operators may be subject to magnetometer and vehicle screening IAW random antiterrorism measures and force protection directives.

c. Escorted Installation Access.

(1) Non DoD affiliated personnel that have not been vetted through NCIC III will be escorted while on the installation.

(2) The escorted person must have a valid purpose for entering the installation, present identification documents listed in paragraph 6b(2) or a valid passport from other countries cleared by the State Department to request access to Army installations.

(3) Official foreign visitors subject to provisions of Army policy concerning foreign disclosure and contacts with foreign representatives will be cleared per AR 380-10, receive an NCIC III check prior to entering the installation, and will be escorted.

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(4) Commercial Bus. Drivers must present employer specific photo identification card with state driver's license. Security force personnel performing access control duties will conduct a walk-through of the bus and check photo identification cards of all passengers. Personnel failing to meet identification (ID) requirements will be denied access unless sponsored by a DoD ID card holder.

(5) Commercial or Delivery Trucks. (includes Tractor Trailers, FedEx, UPS, U-Haul, Fuel deliveries, Movers and vehicles with bulky construction material):

(a) Large commercial deliveries will be directed to the vehicle cargo inspection facility (VCIF) at the National Security Agency (NSA) entrance off MD Route 32 (0500-2200 daily). Mission may require some after hours deliveries that will be processed through Reece Road when the VCIF is closed. After hour deliveries will be coordinated with the Directorate of Emergency Services (DES) and verified by the customer before allowing entry.

(b) Smaller (light commercial) construction and delivery vehicles will be processed at the Reece Gate. These type vehicles include passenger cars (day laborers), small vans and trucks, and maintenance vehicles with trade tools and equipment.

(c) Drivers must possess a current bill of lading for the specific delivery containing an address on the installation.

(d) Drivers must possess a valid state issued driver's license, vehicle registration, and proof of insurance.

(e) All delivery vehicles are subject to vehicle inspection. Operator inspections may also be conducted. Vehicles will be logged in at the Demps Visitor Center (DVC) or vehicle inspection point by annotating the name, location, and phone number of person(s) providing delivery confirmation.

(f) Unless escorted, drivers will be cleared through NCIC III prior to making the delivery.

(g) If the vehicle is sealed, the seal number will be checked against the bill of lading to ensure the cargo has not been tampered with. If the seal is broken or serial number does not match, a 100% inspection of the vehicle will be conducted.

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(h) Maximum utilization of available Military Working Dog Teams and explosive detection equipment will be implemented.

(6) Contractors. A contractor is one who enters into a binding agreement to perform a certain service or provide a certain product in exchange for valuable consideration, monetary, goods or services, over a specific time. The person may require logical access to Army computers in addition to physical access to the installation. Sub-contractors fall into this category.

(a) Contractors and vendors requiring physical access longer than 24 hours but do not require logical access to the computer network, will have a government employee sponsor who will provide the completed FGGM Form 191 to the DVC vouching for the need to possess a long term access credential. The Form 191 will include the services provided, the locations where the contractor will be working and the requested length of time access to the installation is required.

(b) The expiration date of the installation pass or badge will be the end date of the contract or visit, or expiration date of the sponsor's identification document, whichever occurs first.

(c) Contractors will be processed through the contractor verification system for issuance of a CAC if physical access to an installation and logical access to the DoD computer network are both required.

(7) Vendors. A vendor is a supplier of goods or service who does not require logical access to Army computers but does require physical access to an individual installation (taxi drivers, pizza deliveries, UPS, FEDEX).

(a) Vendors and drivers must apply for a visitor pass using FGGM Form 193 and receive a favorable NCIC III check.

(b) Delivery must be to an on post destination. Guards will randomly verify food deliveries by calling the customer (vendor provides contact information).

(c) Fast food delivery vehicles will be inspected before entering the installation, and be subject to random inspections upon completion of a favorable NCIC III check.

(d) The driver must have a valid state issued driver's license, state vehicle registration, and valid proof of insurance.

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(8) Media.

(a) Personnel will be escorted at all times by a FGGM public affairs representative.

(b) Vehicles and operators will be inspected before allowed entry to the Installation.

(9) Directorate of Family, Morale, Welfare and Recreation (DFMWR) Patrons. Non-DoD affiliated individuals requesting access to participate in DFMWR events will complete FGGM Form 193 and receive a favorable NCIC III check. Once approved, the individual will be issued an installation pass or visitor badge. Patrons not in possession of an installation pass or badge will follow the visitor procedures in paragraph 6c(17).

(10) Pedestrians and Bicyclists. 100% inspection of all bags and packages will be conducted of individuals who do not possess a DoD identification card. If they are visiting someone on the installation, visitor procedures in paragraph 6c(17) apply.

(11) Rental Vehicles. Conduct 100% assessment and verify the identification of all persons in the vehicle. Allow access if the driver is in possession of an approved DoD identification document and rental agreement in their name. If no DoD ID available, visitor policy in 6c(17) applies.

(12) Retired Department of Defense (DoD) and Department of the Army Civilians, Retired Army and Air Force Exchange Service (AAFES) Employees, National Security Agency (NSA) Retirees, and their family members.

(a) Civilian retirees will provide proof of retirement.

(b) Retirees and family members not in possession of a valid DoD identification card must submit FGGM Form 193 to the visitor center, undergo a favorable NCIC III check, and be issued an installation badge not to exceed (NTE) 1 year.

(13) Anne Arundel County Schools.

(a) School Faculty, Staff and Administrators: Will present their school district identification card with valid state driver's license or state identification card with photo. They will be issued a local installation badge after a favorable NCIC III check.

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(b) School Busses: Driver must present employer (county or school district) specific photo identification card with state driver's license. Local installation badges will be issued after a favorable NCIC III check.

(c) Students and parents: The respective school will submit a current list of students and parents or guardians authorized to pick up and drop off children at on post schools. Parents and guardians must have a favorable NCIC III background check to gain access to the installation.

(d) Security force (SF) personnel performing access control duties will conduct a walk-through of the busses, conducting random spot checks of student ID.

(e) Parents of students must present a valid state driver's license or local installation badge to access the installation.

(14) Sponsored or Special Events. The Garrison Commander may grant waivers for special events IAW AR 190-13, Para 8-6.

(a) A risk analysis will be accomplished to assist in the development of compensatory security measures when NCIC III screening is impractical and regulatory requirements cannot be met.

(b) If an individual requests access to FGGM to attend an individually sponsored event such as a wedding, wedding reception, promotion party, change of command and other gatherings that involve large groups of non-DoD personnel, the following measures apply;

(1) The Sponsor must be a DoD ID card holder. Sponsors will submit a list of attendees or guests to the DVC at least 5 days in advance of the event. The list will be typed using Excel spreadsheet format, containing the individual's name (last, first, middle initial). Guests are subject to an identification check and verification.

(2) Temporary vehicle passes may be required at increase Force Protection Condition (FPCON) or during Random Antiterrorism Measure (RAM).

(3) Visitors may be subject to a vehicle and personnel inspection prior to being granted access to the installation. Hand held technology, military working dog teams, and magnetometers will be used (when available) at the event site.

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(4) Access for these events is limited to Llewellyn Avenue and Reece Road Access Control Points or as directed by the Director of Emergency Services.

(15) Taxis.

(a) Taxis transporting a DoD identification card holder will be allowed to enter during FPCON Normal through Bravo without being subject to inspection. All taxis are subject to inspection at FPCON Charlie and above.

(b) Taxis not occupied by a DoD ID card holder are subject to random inspection during FPCON Normal through Bravo and 100% at FPCON Charlie and above.

(c) Taxi drivers must have a valid driver's license, taxicab operator's (hack) license, vehicle registration, proof of insurance, and valid pick up location to be granted access.

(d) Taxi drivers must apply for a visitor pass using FGGM Form 193 and undergo a favorable NCIC III check to receive an installation badge.

(e) Taxi drivers are not eligible for the Trusted Traveler Program.

(16) Tow Trucks. Tow trucks will be directed to the DVC or the IP lane and checked for a valid tow tag, tow truck certificate of registration, and tow truck application, cab-card, valid state driver's license, state vehicle registration, and proof of insurance. DVC or security personnel will verify with the tow truck operator the reason for towing the vehicle. Vehicle inspection is mandatory.

(a) Vehicles being towed for maintenance reasons will be verified telephonically with the person (s) requesting the tow.

(b) Repossessions:

(1) Repossession agencies (creditors, or their agents) requesting access to recover property based on default of a contract or legal agreement must coordinate through the Directorate of Emergency Services (DES).

(2) The DES Police Watch Desk will provide an escort and notify the Installation Staff Judge Advocate (SJA).

(3) The creditor or agent must adhere to the following procedures;

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- (a) Copy of title, contract or legal agreement must be presented.
 - (b) Present evidence that the debtor is in default of contract or legal agreement.
 - (c) Agents must present evidence they are working for the creditor.
- (17) Visitor or Guest of Residents. If a visitor to the installation or a guest of a resident is not DoD affiliated (no DoD identification card) the following applies:
- (a) The sponsor will notify the DVC in writing 72 hours in advance of the scheduled visit, proving visitor information to include name (last, first, middle initial), drivers license number, vehicle description, and reason and duration of the visit.
 - (b) Visitor identity (state driver's license w/photo) will be verified and the vehicle and destination will be logged in at the DVC or inspection point vehicle log-in sheet. Unescorted access requires a favorable NCIC III check.
 - (c) If the visitor will be on the installation for a two-day period or longer, or requires unescorted access, the visitor will report to the DVC along with their sponsor, complete FGGM Form 191, undergo an NCIC III check and if favorable be issued an extended visitor badge for the duration of the visit.
 - (d) Only DoD ID card holders and Corvias Housing Residents (civilian, non-DoD personnel) with approved badges may vouch for passengers and sponsor guests up to 30 days by completing FGGM Form 191.
- (18) Volunteers, Family Care Providers (FCP), and Gold Star Family Members.
- (a) Should receive a DA Form 1602 from the ID card issuing authority IAW AR 600-8-14.
 - (b) If no DA Form 1602 is issued, the sponsoring volunteer agency, will submit FGGM Form 194 to the Installation Access Control Officer, certifying that the individual conducts volunteer services on the installation.
 - (c) Undergo a favorable NCIC III check. Once approved an installation visitor badge will be issued for a period NTE one year.

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(d) Access credentials may be renewed as long as the activity director certifies the volunteer, family care provider, or Gold Star Family Member continues in a satisfactory status.

(19) Veteran Administration (VA) Clinic Employees and Patients.

(a) Present their VA ID along with a valid state driver's license or state identification card with photo and Kimbrough Ambulatory Care Center (KACC) letter of enrollment in the VA clinic.

(b) VA employees may receive an installation badge from the DVC after a favorable NCIC III, which will be valid through the expiration date on the VA identification card NTE one year.

(20) Emergency Vehicles.

(a) Responding to an emergency (mutual aid plan) on the installation must notify the police watch desk. If advance notification has not been received, the police watch desk will verify the response with the appropriate emergency agency.

(b) Emergency vehicles operators accessing the installation in a non-emergency situation must present their agency photo identification and driver license.

(21) Foreign Military Passports. Will be cleared per AR 380-10 and be escorted per Army Regulation and local policy.

d. Sponsorship privileges.

(1) Only DoD identification card holders are authorized to sponsor guests, personal service personnel, and volunteers onto the installation by completing FGGM Forms 191 thru 194.

(2) Individuals with approved "Visitor" badges or passes are not authorized to sponsor other individuals onto the installation. Installation visitor badge and passes are only valid for the individual and vehicle for which they are issued. Visitor badge holders are not authorized to vouch for other passengers in the vehicle and all passengers must show proof of ID as described in paragraph 6c above.

(3) The only exception to paragraph 6d(2) above is military housing residents that have been issued an approved installation resident badge and do not possess a

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DoD form of ID. Residents (as designated on the reverse of the installation badge) may sponsor passengers in their privately owned vehicles (POVs) and guests for up to 30 days.

e. Credentialing. Locally produced installation badge and temporary pass will be used for all non-DoD affiliated people gaining access to the installation.

(1) The local identification badge will be a Centralized Operating Police Suite (COPS), Defense ID MOBILISA or AIE like card with an imprinted photo and expiration date. Local badges will be issued to personnel who require access for a period of 30 days or longer, and not to exceed one year.

(2) The local pass, better referred to as a vehicle pass, will have the expiration date fully visible and be issued for short term installation access. Local passes will be issued to those individuals who require access for a period of less than 30 days.

(3) Persons applying for a visitor badge or pass must present an authorized form of identification either at the DVC or vehicle inspection facility.

(4) The badge or pass is valid until midnight of the printed through date.

(5) The visitor badge or pass only allows the holder to enter onto the issuing installation and proceed to the destination of official business or visitation. Additionally, the visitor badge or pass must be used in conjunction with another form of picture identification.

(6) Visitor badges or passes are nontransferable to any individual other than the recipient.

(7) Installation agencies or organizations requesting the issue of installation passes or badges must either submit signature cards or a list to the DVC of personnel authorized to request installation access control documents.

(8) The DVC supervisor and Installation Access Control Officer will develop accountability procedures to control the issue and turn-in of visitor passes and badges.

f. Vehicle and motor cycle operations.

(1) Owners are required to maintain their vehicles in accordance with AR 190-5 and the requirements of the state in which they are registered.

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(2) Each operator of a military or privately owned motorcycle authorized to operate on Fort Meade will complete an Army approved motorcycle safety course. Individuals must show proof of completing the course when asked by security force personnel. Individuals who have not completed an Army approved motorcycle safety course may not operate a motorcycle on post.

(3) Motorcycle operators must wear prescribed personal protective clothing (PPE) in accordance with Army Regulation 380-5.

g. Trusted Traveler Program (TTP).

(1) Allows for Service Members and spouses, DoD employees, and retired Service Members and spouses to vouch for all occupants in their immediate vehicle, provided the Trusted Traveler (TT) vehicle operator has a valid identification card.

(2) The TTP is not authorized for military dependents (except spouses), contractors, volunteers, or family care providers.

(3) Trusted Travelers are responsible for the actions of all occupants in their vehicle and for meeting all local security requirements for escort as established by Army regulations and requirements of the garrison commander.

(4) The commander has the discretion to suspend the TTP based on local threat or may revoke trusted traveler privileges.

(5) The TTP can only be used during FPCON NORMAL, ALPHA, and BRAVO within their implementation policy and as local security conditions permit. TTP will be suspended during FPCON Charlie and Delta.

(6) Trusted travelers cannot vouch for persons with foreign passports or identification cards who must, instead, be clear through NCIC III prior to being granted access.

(7) Trusted Travelers will register at the visitor center, building 902 Reece Road, where the driver and vehicle information will be registered into the AIE database.

(8) Contractors whom have been issued a CAC may escort personnel onto the installation; however, cannot participate in the TTP.

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(9) The TTP is not authorized for persons under the age of 18 or persons not in lawful possession of a valid form of identification credentials listed in paragraph 6b(1) that do not require an NCIC III check.

h. Access Denial Waiver Process. In accordance with Annex A.

7. The transportation, storage and registration of privately owned weapons (POWs) will be in accordance with AR 190-11, and FGGM Regulation 190-13, para 3-4.

8. The proponent for this policy memorandum is the Directorate of Emergency Services, Physical Security Division at (301) 677-6618.



BRIAN P. FOLEY
Colonel, Signal Corps
Commanding

DISTRIBUTION:

A
B

CF:

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Fort Sam Houston, TX 78234-1223

Commander, Joint Forces Headquarters, National Capitol Region, U.S. Army Military
District of Washington (MDW), 103 3rd Street SW, Fort Lesley J. McNair, DC 20319

Fort George G. Meade Contractor Access Request

Privacy Act of 1974

AUTHORITY: 5 USC 301, Dept.

PRINCIPAL PURPOSE: In addition to those disclosures generally under 5 USC. 552a(b) of the Privacy Act, this information contained therein may be disclosed outside DoD as a routine use pursuant to 5 USC 522a(b) (3), AR 340-21, para 3-2.

REGULATIONS: 10 USC 3013

DISCLOSURE: VOLUNTARY Individual may disclose his or her personal information, however, failure to provide your SSN and personal data may delay or preclude access to the installation. (Authorization under AR 190-45, AR 190-5, MDW requirements and USC 3013)

Applicants Name: (Last, first, Middle)		Height:	Weight:	Hair Color	Eye Color:
Social Security Number:	Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female	Drivers License Number and State:		Date of Birth: (MM-DD-YYYY)	

☐ US Citizen
 ☐ Other Citizenship: _____
 ☐ Green Card
 ☐ Alien
 ☐ FNN: _____
(Country) Card Number

Home Address: (City, State and Zip Code)	Home Phone Number:
--	--------------------

Company:

Company Address: (City, State and Zip Code)	Company Phone Number:
---	-----------------------

Sponsoring Organization:	Contract Expiration Date: (MM-DD-YYYY) Contract Number:
Organization's Address:	
Printed Name of Point of Contact:	
Signature of Point of Contact:	
Organizations Telephone Number: Date:	

FOR INTERNAL USE ONLY

Directorate of Emergency Services, NCIC Operator <input type="checkbox"/> Cleared <input type="checkbox"/> Not Cleared	Date of NCIC Check: (MM-DD-YYYY)
Signature of NCIC Operator: _____	

Installation Access Control Officer <input type="checkbox"/> Cleared <input type="checkbox"/> Not Cleared	Date Processed: (MM-DD-YYYY)
Signature of Access Control Officer: _____	

Badge Expiration Date: _____	Date Issued: (MM-DD-YYYY)
Vehicle:	
<input type="checkbox"/> 1 Year Decal <input type="checkbox"/> 180 Day Pass <input type="checkbox"/> Other: _____ Pass Expiration Date: _____	

Fort George G. Meade Personal Services Access Request

Privacy Act of 1974

AUTHORITY: 5 USC 301, Dept.

PRINCIPAL PURPOSE: In addition to those disclosures generally under 5 USC. 552a(b) of the Privacy Act, this information contained therein may be disclosed outside DoD as a routine use pursuant to 5 USC 522a(b) (3), AR 340-21, para 3-2.

REGULATIONS: 10 USC 3013

DISCLOSURE: VOLUNTARY Individual may disclose his or her personal information, however, failure to provide your SSN and personal data may delay or preclude access to the installation. (Authorization under AR 190-45, AR 190-5, MDW requirements and USC 3013)

Applicants Name: (Last, First, Middle)		Height:	Weight:	Hair Color	Eye Color:
Social Security Number:	Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female	Drivers License Number and State:		Date of Birth: (MM-DD-YYYY)	
Home Address: (City, State and Zip Code)				Home Phone Number:	
Work Phone:			Daytime Phone:		
Sponsors Name: (Print)				Services Required Until: (MM-DD-YYYY)	
Sponsors Signature:		Date: (MM-DD-YYYY)			
Sponsors Branch:	Sponsors Rank:	Sponsors Status:	Sponsors Unit:		
Relationship to Applicant:	Home Address: (City, State and Zip Code)				
Daytime Phone Number:	Work Phone Number:		Home Phone Number:		

Reason access is needed to Fort George G. Meade? If more space is needed please continue on additional paper. Attach any important documents)

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Directorate of Emergency Services, NCIC Operator <input type="checkbox"/> Cleared <input type="checkbox"/> Not Cleared Signature of NCIC Operator: _____		Date of NCIC Check: (MM-DD-YYYY)
Installation Access Control Officer (DES Stamp) <input type="checkbox"/> Access Approved <input type="checkbox"/> Access Denied Signature of Access Control Officer: _____		Date Processed: (MM-DD-YYYY)
Badge: <input type="checkbox"/> 120 Day Badge <input type="checkbox"/> Other: _____ Pass Expiration Date: _____		Renewable Until: _____
Vehicle: <input type="checkbox"/> 120 Day Pass <input type="checkbox"/> Other: _____ Pass Expiration Date: _____		Date Issued: (MM-DD-YYYY)

Fort George G. Meade MWR Member Access Request

Applicant's Full Name (Last, First, Middle Name)		Height:	Weight:	Color Hair:	Color Eyes:
Social Security Number:	Sex:	Driver's License Number/State:		Date of Birth:	
	Male <input type="checkbox"/> Female <input type="checkbox"/>				
Home address:					
Daytime/Work Phone:			Home Phone Number:		
MWR Organization:				Membership Expiration Date: <div style="text-align: center; font-size: 1.5em;"> MM / DD / YYYY </div>	
Point of Contact: (Printed Name)					
Point Of Contact: (Signature)		Date:			
Organization's Address:					
Phone Number:					
<input type="checkbox"/> Club Meade Member		<input type="checkbox"/> Bowling League Member		<input type="checkbox"/> Golf Course Member	

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<u>Directorate of Emergency Services, NCIC Operator</u> <input type="checkbox"/> Cleared <input type="checkbox"/> Not Cleared		<u>Date of NCIC check:</u> _____
_____ Signature of NCIC Operator		
<u>Installation Access Control Office</u> <input type="checkbox"/> Access Approved <input type="checkbox"/> Access Denied		<u>Date Processed:</u> _____
_____ Signature of Access Control Officer (DES Stamp)		
Badge: <input type="checkbox"/> 2 year <input type="checkbox"/> Other Badge Expiration Date: _____		<u>Date Issued:</u> _____
Vehicle: <input type="checkbox"/> 2 year Decal (Black Tab) <input type="checkbox"/> Other Pass Expiration Date: _____		
Renewable Until: _____		

Data Required By the Privacy Act of 1974

Authority: 5 U.S.C. 301, Dept.
 Regulations: 10 U.S.C. 3013

Principal Purpose(s): In addition to those disclosures generally under 5 U.S.C. 552a (b) of the Privacy Act, this information contained therein may be disclosed outside DoD as a routine use pursuant to 5 U.S.C. 552a (b) (3), AR 340-21, Para 3-2.

Disclosure: **VOLUNTARY**, Individual may disclose his or her personal information; however, failure to provide your SSN and personal data may delay or preclude access to the installation. (Authorized under AR 190-45, AR190-5, MDW requirements, and U.S.C 3013)

Fort George G. Meade Volunteer Access Request

Applicant's Full Name (Last, First, Middle Name)		Height:	Weight:	Color Hair:	Color Eyes:
Social Security Number:	Sex:	Driver's License Number/State:		Date of Birth:	
	Male <input type="checkbox"/> Female <input type="checkbox"/>				
Home address:					
Daytime/Work Phone:			Home Phone Number:		
Organization:				Volunteer Access Until: <div style="text-align: center; font-size: 1.5em;"> / / MM DD YYYY </div>	
Point of Contact: (Printed Name)					
Point Of Contact: (Signature)			Date:		
Organization's Address:					
Phone Number:					

List the volunteer services that the applicant is providing for the sponsoring organization:

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<u>Directorate of Emergency Services, NCIC Operator</u>		<u>Date of NCIC check:</u>
<input type="checkbox"/> Cleared	<input type="checkbox"/> Not Cleared	
_____ Signature of NCIC Operator		
<u>Installation Access Control Office</u>		<u>Date Processed:</u>
<input type="checkbox"/> Access Approved	<input type="checkbox"/> Access Denied	
_____ Signature of Access Control Officer		
_____ (DES Stamp)		
Badge: <input type="checkbox"/> 2 Year		<u>Date Issued:</u>
<input type="checkbox"/> Other Badge Expiration Date: _____		
Vehicle: <input type="checkbox"/> 2 Year Decal (Black Tab)		
<input type="checkbox"/> Other Pass Expiration Date: _____		

Data Required By the Privacy Act of 1974

Authority: 5 U.S.C. 301, Dept.
 Regulations: 10 U.S.C. 3013

Principal Purpose(s): In addition to those disclosures generally under 5 U.S.C. 552a(b) of the Privacy Act, this information contained therein may be disclosed outside DoD as a routine use pursuant to 5 U.S.C. 552a(b) (3), AR 340-21, Para 3-2.

Disclosure: VOLUNTARY, Individual may disclose his or her personal information; however, failure to provide your SSN and personal data may delay or preclude access to the installation. (Authorized under AR 190-45, AR190-5, MDW requirements, and U.S.C 3013)

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**Annex A (Access Denial Waiver Process) to Fort George G. Meade Policy
Memorandum #70: Installation Access Control**

ACCESS DENIAL WAIVER PROCESS

1. PURPOSE

a. Uncleared contractors and visitors may be denied unescorted access to installations based on the results of NCIC, the NCIC-III, and the TSDB checks that contain credible derogatory information indicating the individual may present a threat to the good order, discipline or health and safety on the installation.

b. Security personnel performing the access control mission and conducting the NCIC-III checks will deny installation access to any individual that has any of the following derogatory information on the NCIC-III check:

1. The NCIC-III contains criminal information about the individual that causes the senior commander to determine that the individual presents a potential threat to the good order, discipline, or health and safety on the installation.

2. The installation is unable to verify the individual's claimed identity based on the reasonable belief that the individual has submitted fraudulent information concerning his or her identity in the attempt to gain access.

3. The individual has a current arrest warrant in NCIC, regardless of the offense, or violation.

4. The individual is currently barred from entry or access to a Federal installation or facility.

5. The individual has been convicted of crimes encompassing sexual assault, armed robbery, rape, child molestation, production or possession of child pornography, trafficking in humans, drug possession with intent to sell, or drug distribution.

6. The individual has a U.S. conviction of espionage, sabotage, treason, terrorism, or murder.

7. The individual is a registered sex offender.

8. The individual has been convicted of a felony within the past 10 years, regardless of the offense or violation.

9. The individual has been convicted of a felony firearms or explosives violation.

10. The individual has engaged in acts or activities designed to overthrow the U.S. Government by force.

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Annex A (Access Denial Waiver Process) to Fort George G. Meade Policy
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11. The individual is identified in the TSDB as known to be or suspected of Being a terrorist or belonging to an organization with known links to terrorism or support of terrorist activity. When this capability becomes available to DoD, security personnel performing installation access control personnel will strictly follow the Federal Bureau of Investigation's published engagement protocols.

c. Further disqualifying factors, as determined by the Garrison Commander, that would deny an individual access onto the installation will be added to this policy.

d. In cases where an uncleared contractor or visitor is denied access based on derogatory information obtained from an NCIC or NCIC-III check, the individual may request a waiver to obtain access onto the installation. The individual's must request the waiver application packet from the Visitor Control Center located in building 902 Reece Road, Fort Meade, Maryland on M-F between the hours of 0730-1530.

2. Fitness Determination

a. Only Government Official(s), appointed by the Garrison Commander, will perform fitness determinations for access to Fort George G. Meade, MD.

b. The designated government official(s) will review all access denial waiver applications and make a fitness determination recommendation to the approving official.

3. Access Denial Wavier Application Packet: (See Enclosure 1)

4. Approval Process

a. The designated government official(s) will review the access denial waiver applications and make a fitness determination recommendation to the approving official. Unless otherwise delegated down, the Senior Commander is the approving authority.

b. The Garrison Commander or delegated official will review the waiver application and render a determination that ensures proper protection of good order and discipline, or health and safety on the installation.

c. The Garrison Commander or delegated official will provide a copy of the determination to the individual, Director of Emergency Services and sponsoring agent.

d. Individuals who have had a waiver request denied may request reconsideration from the Garrison Commander after one year from the date of the commander's decision, or earlier if the individual can present significant information that was not available at the time of the original request or that the basis for the original denial was overturned, rescinded, or expired.

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Enclosure 1 (Waiver Application) to Annex A (Access Denial Waiver Process) to Fort George G. Meade Policy Memorandum #70: Installation Access Control

ACCESS CONTROL DENIAL WAIVER APPLICATION

WARNING: ANY MISREPRESENTATION OR OMISSION OF INFORMATION MAY RESULT IN DENIAL OF THE REQUEST

REQUEST FORM			
Please type or print neatly; Attach additional sheets if necessary			
1. Name (<i>First/Middle/Last</i>)			
2. Current Address (<i>Number and Street, City, State, and ZIP Code</i>)			
3. Email address: Do you want your decision emailed back to you rather than mailed to you? Yes _____ No _____			
4. Current Telephone Number Home () _____ - _____ Work () _____ - _____			
5. Reason for requesting access to Fort Meade, MD			
6. What job has Fort Meade, MD offered you?			
7. Does your job require you to have a clearance?			
8. List Your ENTIRE Criminal History (<i>except traffic and other infractions</i>) as follows:			
CRIME FOR WHICH YOU WERE ARRESTED	CRIME FOR WHICH YOU WERE CONVICTED (OR INDICATE IF DISMISSED OR NULL PROS.)	NAME & ADDRESS OF COURT OR AGENCY	DISPOSITION (<i>INCLUDE SENTENCE AND CONVICTION DATE</i>)
9. Attach a copy of all court documents, certified by the Clerk of the Court, from all of your conviction(s).			
10. In your own words, explain the facts of each felony, and why you should be able to come on post. Attach additional sheets if necessary.			
11. Explain any circumstances that lessen the seriousness of the felony conviction(s) and show that you have been rehabilitated. Attach additional sheets if necessary.			

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Enclosure 1 (Waiver Application) to Annex A (Access Denial Waiver Process) to Fort George G. Meade Policy Memorandum #70: Installation Access Control

12. Have you been denied access by any other federal organization? <i>(please check a block)</i>
Yes _____ No _____
If yes, indicate the reason for the denial.
13. List all references that you would like the review officer to consider on your behalf. Include name, address, telephone number, and relationship:

VERIFICATION

State of _____)

County of _____)

Under the penalty of perjury, the undersigned has examined this request for review and to the best of my knowledge and belief, it is true, complete, and correct.

Your Signature

Your printed name

Date (Month, Day, Year)

Before me, the undersigned, a Notary Public in and for said County and State, personally appeared _____ and acknowledged the execution of the foregoing instrument as his/her voluntary act and deed.

WITNESS, my hand and Notarial Seal, this ____ day of _____, 20 ____.

Notary Public, Written Signature



DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON
4551 LLEWELLYN AVENUE SUITE 5000
FORT GEORGE G. MEADE, MARYLAND 20755-5000

DIRECTORATE OF EMERGENCY SERVICES

SUBJECT: Letter of Instruction for Installation Access Control Denial Waiver Process

1. Your request for unescorted access to Fort George G. Meade has been denied. The decision was based on derogatory information obtained from the National Crime Information Center, Interstate Identification Index (NCIC III).

2. To request a waiver to the denied access you should follow the below instructions.

3. The **Government sponsor** will:

a. Inform the individual(s) that they are no longer cleared for access to the installation and if found to be on the installation may be charged with trespassing. (FOIA/PA prohibits the release of personal information to the sponsor or to the contractor without approval of applicant).

b. Collect all documentation (access credential) issued to the individual and return it to the Visitor Control Center (VCC) within 3 business days of this notification.

c. Review the individual's packet for completeness and determine whether or not to endorse the request for a waiver.

d. If the Government sponsor decides to endorse the waiver, they must provide a letter or recommendation for the individual that addresses the conduct that caused the denial and indicate why the conduct should not prohibit the individual from being granted unescorted access to the installation.

e. Submit the waiver request packet and sponsor letter to the Garrison Commander.

3. The **individual** has the option of requesting a waiver from the Garrison Commander by following the steps outlined below:

a. Obtain a certified copy of their complete criminal history; which must include all arrest and convictions.

b. Obtain a letter of support from their Government sponsor. The letter must indicate that the sponsor requests that the individual be granted unescorted access to accomplish a specific purpose, as well as the anticipated frequency and duration of such visits. The sponsor must inform the Garrison Commander's representative (VCC), (301) 677-1083/1520 when unescorted access is no longer authorized or needed.

SUBJECT: Installation Access Control Denial Waiver Process

c. Complete an Installation Access Control Denial Waiver Application (attached) and provide the packet to the Government sponsor, who will be responsible for submitting the waiver application to the Garrison Commander. All offenses must be listed, along with an explanation why the conduct should not result in denial of access to the installation. Other factors the sponsor and or applicant should address are the:

- (1) nature and seriousness of the conduct;
- (2) circumstances (in specific) surrounding the conduct;
- (3) length of time elapsed since the conduct;
- (4) age of the individual at the time of the incident, or conduct;
- (5) proof of effort toward rehabilitation.

d. Provide a current physical or email address to enable the Garrison Commander or his designated representative to transmit a copy of his determination of the waiver request.

5. Individuals who have had a waiver request denied IAW Army Directive 2014-05, may request reconsideration year after the date of the Garrison Commander's decision.

8. The point of contact is Mr. George Cartagena, Visitor Control Center building 902 Reece Road, (301) 677-1083, or george.l.cartagena.civ@mail.mil.

JEFFERY E. WINEGAR
LTC, MP
Director, Emergency Services